



LEAD WELL

Top Tips for Working from Home

Working from home offers a lot of flexibility, but also has some unique challenges. Here are some tips for addressing the challenges and making working from home most productive:

- 1. Establish a workday** – It's important to have a start- and stop-time to your workday. As much as possible, get up and prepare for your day as if you were going into a shared workspace—get dressed, do your hair, etc. The routine of preparing to work and having work hours mentally helps you get in “work mode.”
- 2. Create a routine** – As much as possible, create time blocks for certain kinds of tasks. There may be things you need to do daily, and others weekly. We all work best when we're able to focus on one *kind* of work for longer periods of time. You may aim to schedule Zoom meetings for the mornings and making calls in the afternoons, etc. Try to figure out time blocks that are best for the type and nature of your work.
- 3. Prepare a workspace** – If you have an office, use it! If you don't, choose a specific area that you will work in regularly and ensure you have essential supplies at hand. Not everyone has the space to create an exclusive workspace, but by assigning and preparing a spot for work, even if you have to use it for other things, it will help you get in and out of “work mode” as well as making it easier to do your work.
- 4. Break your larger goals into daily goals** – It's easy to feel like your work is never done but this feeling can be accentuated when you work from home. *Write down* the projects you are working on, and choose your *big 3* for each day—what tasks, meetings, decisions, or calls *must* you accomplish today to make headway in the big picture? Identifying your top three each day will help you feel a sense of accomplishment and help you *stop* working at the end of the day.
- 5. Take regular, planned breaks** – It's easy to work and work and work without stopping when working from home. Decide when you will take a break, and take the whole break (lunch, etc.). This is important for your mental state as well. Go into a different room, outside...anywhere else for your break.
- 6. Stay connected** – A feeling of being isolated in your work can set in unless you purposefully and regularly connect with your co-workers, managers, etc. Ideally, connect with *someone* by video each day. Connecting through a video platform is recommended because by *seeing* others, you feel far more connected than by email or text.
- 7. Give yourself grace** – Adjusting to working remotely will take some time—for you, for your team and manager, and for your family. Offer understanding to others and be honest about the parts that aren't quite working for you yet. You will find a rhythm that works!